



TOWN MANAGER'S MONTHLY REPORT

UPCOMING ...

- ✓ **Town Council Meeting**: February 12 (via conference call) @ 9:30 am
- ✓ **Town Council Workshop**: February 25 (via conference call), time TBD

Police – Chief Jason Lovins (see att'd report)

- The Department's activity for December is as follows:
 - Traffic Stops – 146
 - Incident Reports – 18
- The Department's activity for January is as follows:
 - Traffic Stops – 50
 - Incident Reports - 11
- PD has completed its 2020 COPT audit/survey in compliance with state regulations & law.

Code Enforcement, Joe Hinks (see att'd report)

- Issued 21 building permits in December.
- Conducted 8 property inspections in December.
- Issued 26 building permits in January.
- Issued 10 property inspections in January.

Public Works, Supervisor Jon Stiffler (Dec/Jan)

- Replaced battery in 2018 dump truck.
- Check valve was ordered for drain project on Layton Drive.
- Beach replenishment finished and equipment moved north to Bethany Beach.
- Christmas lights removed from Rt. 1.
- Cut up dead tree along Rt 1 and Seaside Drive that had fallen.
- Replaced bulb in wall pack on police station.
- Repaired back steps on entrance to town hall.
- All lifeguard stands have been repainted for the 2021 season.
- Attended virtual meeting with CEC committee.
- Returned all refurbished trash can / flower box receptacles at beach walkways along Ocean Drive.
- Repaired bad ballast in council room fluorescent ceiling light.
- Ordered beach rules signs and bike parking signage for Police.
- 2006 pick up to Roxana auto repair for transmission leak.
- Replaced rear brakes on 2012 truck in-house.
- Working on refurbishing beach crossing benches with new wood.
- Contacted Delmarva power about a few streetlights that are having issues around town.
- All town owned vehicles past the DMV inspection process with no issues.
- DeIDOT contractors have started work on lighting project for Rt 1.
- Sewage pump station work still ongoing on highway.

Town Manager, Maureen Hartman (Dec/Jan)

- I continue to participate in conference calls and receive emails with/from multiple agencies regarding the pandemic. Due to the increase in COVID cases, we have closed Town Hall to the public and continue to use the walk-up window. Code enforcement is by appointment only.
- The beach nourishment project was completed in December in South Bethany and January 31 in Bethany.
- The Election Charter was submitted to Senator Hocker & Representative Gray's offices for submittal and review by Legislation.
- Attended the virtual RASCL Summit Dec 9-10.
- Prepared the beach concession, road, and beach walkway bid docs. Working on writing the exercise class bid docs.
- Working with GMB regarding road projects.
- Awarded ICMA-CM designation on Jan 4, 2021.
- Worked on Ordinances 201-21 and 202-21 with Chief, Councilwoman Stevenson, Solicitor Ballard, and Charter and Code.
- Respond to several FOIA requests.
- Work with Public Works Director on various issues.
- Meet with contractor regarding drainage issue.
- Participate in several video/conference calls with ACT, DFIT, CMAD, ICMA
- Work with Chief Lovins on several projects for upcoming season.
- Review applicants and perform interviews.
- Assist Town staff, elected officials, and residents with various issues.
- Assist Planning Commission with 5-year plan update.
- We have begun the process of selling parking permits to property owners via online and through call-in orders and our first day was a great success with \$3,000 in sales.

<i>COUNTA of Incident Type</i>	<i>Time (Dispatched) - Month</i>	
<i>Incident Type</i>	<i>Dec</i>	<i>Jan</i>
911 Disconnect	1	
Animal Complaint		
Assault	1	
Assist BBPD		
Assist DSP 4	1	
Assist DSP 5	1	
Assist DSP 7	1	
Assist Fire Dept		1
Assist Other Agency	2	
Burglar Alarm		3
Burglary		
Civil Other		
Criminal Trespass		
Death Investigation		
Disorderly Conduct		1
DUI	1	
Fraud		1
Harassment		
Investigation		
Local Fugitive	2	
Lost-Found		
Medical Assist	1	
Mental Patient		2
Misc Title 11		
Misc Title 16	1	
Misc Title 21		
Noise		
Overdose		
Parking		
Public Assist		1
Residence Check		
Service Other	1	
Sexual Assault		
Shots Fired		
Susp Person		
Susp Vehicle		
Terr Threat		
Theft		
Title 16 (Civil)	3	
Traffic Collision HR		
Traffic Collision PD		1
Traffic Collision PI		
Traffic Hazard		
Traffic Other		1
Welfare Check	2	
Grand Total	18	11

**Code Enforcement Report
December 2020**

Activity from December 1–31, 2020

To: Maureen Hartman, Town Manager

Activities

1. Telephone calls	82
2. Walk-In	15
3. Violation Notices:	
Call for corrections	3
Property maintenance	0
Construction trash	1
Drainage	1
Trash / Recycle carts	0
Work hours	1
4. Building Permits issued.	21
Renovations	4
New Residence	2
Decks	0
Roofing	3
Other	12
5. Stop Work Orders issued	0
6. Grass Cutting Performed	0
7. Mercantile Licenses issued.	9
8. Occupancy/Compliance Certificates issued	0
9. Certificate of Occupancy Revoked	0
10. Complaints	2
11. Property Inspections	8
12. Drive-by Inspections made daily entire town	
13. Meetings Homeowners 3	
Builders 9	
14. Preliminary Plan Review.	4
15. Emails: Read – 1082 Responses required – 158	
16. Technical Assistance: Town Manager, Mayor	
• Town Manager: Bulkhead repair - and Elizabeth way illegal water discharge	
• Mayor : Drainage issue on Elizabeth way and vacant lots	

Code Enforcement Report January 2021

Activity from January 1–31, 2021

To: Maureen Hartman, Town Manager

Activities

1. Telephone calls	102
2. Walk-In	19
3. Violation Notices:	
Call for corrections	5
Property maintenance	2
Construction trash	1
Drainage	1
Trash / Recycle carts	0
Work hours	1
4. Building Permits issued	26
Renovations	5
New Residence	3
Decks	0
Roofing	4
Other	14
5. Stop Work Orders issued	1
6. Grass Cutting Performed	0
7. Mercantile Licenses issued	6
8. Occupancy/Compliance Certificates issued	0
9. Certificate of Occupancy Revoked	0
10. Complaints	1
11. Property Inspections	10
12. Drive-by Inspections made daily entire town	
13. Meetings Homeowners 8	
Builders 14	
14. Preliminary Plan Review	5
15. Emails: Read – 946 Responses required – 166	
16. Technical Assistance: Town Manager, Mayor	
• Town Manager: Code research and FOIA request	
• Mayor : Ongoing drainage issues on Cleveland, Elizabeth way, and vacant lots	